

OUR PRIMARY SCHOOL APPROACH TO SAFE ALLERGEN MANAGEMENT

At Caterlink the safety of our pupils is our number one priority, and we take catering for customers with food allergies and intolerances very seriously. The below information details step by step our process, and the information required to enable us to produce a special diet menu for those with allergies & Intolerance.

STEP 1

You can request a special diet menu by completing and returning the our Allergy & Intolerance Form which can be found on our web site <https://caterlinkltd.co.uk/school/caterlink-primary-division/>, along with supporting medical evidence from an NHS professional (a GP/consultant or registered dietitian). This can be a letter, copy of medical notes, an Allergy Action Plan signed by a medical professional or a screenshot from the NHS app. Medical evidence is an industry-wide requirement, recommended by the Lead Association for Catering in Education (LACA).

Until this information has been provided and a medical diet produced, any children with food allergies or intolerances will be provided with a jacket potato with baked beans, vegetables and fresh fruit salad, as long as the allergy does not include any of these foods.

STEP 2

The Caterlink team will then assess the risk for each request, using the LACA Special Diet Risk Analysis Process for Caterers where required. The risk analysis looks at the pupil's requirements, the capability of the kitchen facilities and the school environment to determine if the request is low, medium or high risk.

In the majority of cases the risk level is low or medium, and we are likely to be able to provide a special diet menu. If the risk level is high, we may be unable to provide a meal, and we will discuss this with you as soon as possible.

STEP 3

Our Caterlink nutrition team will then develop the special diet menu, with at least one suitable meal option daily. This can take up to four weeks from receiving the Allergy & Intolerance form and supporting medical evidence. The school will be advised once the menu is ready.

LACA
The Allergy Action Plan
For the provision of Allergen-Managed Medical Diet

Purpose
The purpose of this risk analysis tool is to provide caterers with a framework to assess and manage the risk of a medical diet request safely. Scores should be used as part of discussions with the school and pupil with the aim being to mitigate any risks and enable reasonable adjustments to catered food to be made, wherever possible. The risk analysis tool should not be the sole basis for decision making to cater for a pupil with a medical diet. The risk analysis tool should be evaluated by all stakeholders.

LACA cannot be held liable for any decisions or actions made as a result of the use of this risk analysis tool.

Completing the risk assessment process
Complete the set of questions covering the school kitchen and allergen details, considering the capability of the kitchen facilities and the school environment. Record the score assigned to each question to determine the indicated risk status of the medical diet request.

Questions are scored on a scale of 1-3* where 1 = Low risk, 2 = Medium risk, 3 = High risk
*Questions may be assigned a score of 5 where significant additional risk is present

#	Question	Yes	No	Score	Comments
1	Is the school pro-actively taking the management of allergen management?	1	3		Refer to School's responsibility for the LACA Allergen Management
2	Has up to date medical evidence been provided by the parent/guardian (enclosed with this form)?	1	3		Refer to School's responsibility for the LACA Allergen Management

Final Score
If answering 'Yes', medical evidence must be provided prior to catering.

Food Allergy & Intolerance Form

By completing this form, you wish to inform the school that your child has a food allergy or intolerance or a food-related medical condition and wish to have a menu provided for your child to have a school lunch. This form is not to be used for lifestyle choices such as veganism or religious dietary requirements.

Caterlink work closely with their suppliers and aim to be as accurate as possible, but it must be noted that they can only be guided by the information the suppliers provide, like the process of a parent catering for a child's special diet. It is essential that all parties concerned work together when providing a safe special diet and that this is reviewed with every menu change, therefore please ensure this form is fully completed with clear and accurate information.

It is vital that all forms are accompanied with a referral letter from a medical professional (G.P/ consultant /dietician). **This form must be handed into the school and discussed with them (NOT the Caterers).**

PUPIL DETAILS						
Child's Name						
Class		Date of birth				
Date form issued to the school and to whom						
Is this a new form, or an updated one?		New		Updated		
Please circle which food allergy or intolerance the child has (These do not include lifestyle or religious choices)		Peanut	Milk	Crustacean	Soybean	Fish
		Celery	Nuts	Sesame Seeds	Mustard	Lupin
		Eggs	Molluscs	Gluten	Sulphites	Other*
*If you need more room, please use the other side of the page to provide further detail and state here "please turn over"		*Other – please state				
Acceptable medical evidence enclosed – documentation from a professional medical source i.e., a medical doctor, registered dietitian, nurse or other qualified NHS medical professional.					Tick	
REACTION/MEDICATION INFORMATION FOR SCHOOL USE						
INFORMATION FOR SCHOOL: Please give details of what the symptoms are when exposed to the above declared allergens and intolerances and what level of exposure is required to cause a reaction, e.g., airborne, contact or ingestion						
Is Auto Adrenaline Injector (e.g., EpiPen) required?		Yes		No		
If answered yes to the above question, please state clearly which of the allergens this relates to:						
If EpiPen / Medicine is needed who is to be contacted and is it to be kept on site at the school						
SCHOOL DETAILS						
Name of School						
School Address (in full)						
PARENT/GUARDIAN DETAILS						
Main Contact Name & relation to child						
Main Contact - Phone Number(s) / E-mail address						
Second Contact Name & relation to child						
Second Contact phone number						
DATA PROTECTION					TICK	
I'm happy for my child's allergen information to be passed to Caterlink to enable them to assist the school in appropriate food provision						
I'm happy for my child's allergen information to be displayed next to the main servery area to enable the catering staff to check allergy information						
Parent name:		Signature:		Date:		